



# Leadership Traits Worksheet

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## Instructions:

### *Personal Characteristics:*

1. I am confident in my abilities to lead others.

- 1
- 2
- 3
- 4
- 5

2. I am assertive when it comes to getting tasks completed.

- 1
- 2
- 3
- 4
- 5

3. I have a high level of personal ambition.

- 1
- 2

3

4

5

4. I am self-disciplined and can manage my time effectively.

1

2

3

4

5

5. I adapt quickly to new situations.

1

2

3

4

5

***Interpersonal Skills:***

6. I have a knack for influencing others.

1

2

3

4

5

7. I am good at understanding other people's perspectives.

- 1
- 2
- 3
- 4
- 5

8. I am able to communicate my ideas clearly and effectively.

- 1
- 2
- 3
- 4
- 5

9. I have strong relationship-building skills.

- 1
- 2
- 3
- 4
- 5

10. I can effectively manage conflict within a team.

- 1
- 2

- 3
- 4
- 5

***Decision- Making Capabilities:***

11. I am comfortable making decisions with a degree of risk.

- 1
- 2
- 3
- 4
- 5

12. I am able to make quick decisions when necessary.

- 1
- 2
- 3
- 4
- 5

13. I consider all available information and viewpoints before making a decision.

- 1
- 2
- 3
- 4

5

14. I am comfortable with taking responsibility for my decisions.

1

2

3

4

5

15. I am able to make unpopular decisions if it is for the benefit of the team or organization.

1

2

3

4

5

***Ability to Motivate and Inspire Others:***

16. I am able to inspire others towards a common goal.

1

2

3

4

5

17. I recognize and acknowledge the efforts and contributions of others.

- 1
- 2
- 3
- 4
- 5

18. I am able to maintain the morale of the team during challenging times.

- 1
- 2
- 3
- 4
- 5

19. I am able to encourage creativity and innovation within the team.

- 1
- 2
- 3
- 4
- 5

20. I am able to bring out the best in others.

- 1
- 2
- 3
- 4
- 5

Add the total score from each category. A higher score indicates a stronger presence of leadership traits as identified by Trait Theory. This should not be the sole determinant of leadership capability, but it provides a basis for understanding individual leadership strengths and areas for improvement.